WFR004-Document Review

Introduction   This procedure describes the process to set-up a document default review routing in CSPS. The document review process is an optional level of review. The default review routing is established on "WFR004 - Document Review Setup". Review routing can also be established on a per document basis on "WFR006 - Document Review Routing Sequence Screen"

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
EMPLOYEE NO.	This field contains the system generated number given to the employee who is logged in.	Derived	System generated from GL029	Y	N
NAME	This field contains the name of the employee associated with the employee no. field.	Derived	System generated	N	N
BUREAU	This list box allows the user to select the bureau with whom the employee is associated.	Required	Entered by user	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
OPTION CODE	This list box allows the user to set up default routing for both FM030 and FM041.	Required	Entered by user	Y	N
DOCUMENT TYPE	This list box contains the document types associated with the option code chosen.	Required	Entered by user and maintained on GL021	Y	N
ACTIVE STATUS	This field indicates with a check mark whether the review routing for the particular document is active. If the box is checked, no changes can be made to the data.	Optional	Entered by user	N	N
DATE	This field indicates the last time that the data was changed or updated. It is triggered by the unchecking and then rechecking of the active status field.	Derived	System generated	N	N
ROUTE TO:					
RE-SEQUENCE	These push-buttons allow the user to change the order of the reviewers. If the up arrow is clicked, the employee name highlighted in the Route To section will shift up one block. If the down arrow is selected, the employee name highlighted in the route to section will shift down one block.	Pushbutton	N/A	N/A	N/A
SEQ NO	This field lists the sequence number of the reviewers from the first reviewer to the last reviewer.	Derived	System generated	N	N
EMP NO	This field contains the employee number of the reviewer selected. Double clicking in this field will access the PRR001 screen. Note: This screen is a drill down and is shown in further detail on page 1-22.	Optional	Entered by user	N	N
EMPLOYEE NAME	This field contains the name of the reviewer associated with the value listed in the Emp No field.	Derived	System generated	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
LIST	Selecting this pushbutton gives the user a list of values for the field in which the cursor is located. Note: This pushbutton is only active when the cursor is in a field that has a list of values associated with it.	Pushbutton	N/A	N/A	N/A
SAVE	Selecting this pushbutton will save any changes made to the default review routing without exiting the user from the screen.	Pushbutton	N/A	N/A	N/A
OK	Selecting this pushbutton will save any changes made and automatically exit the user back to the last screen that was open.	Pushbutton	N/A	N/A	N/A
CANCEL	Selecting this pushbutton cancels any changes made and exits the user to the last active screen.	Pushbutton	N/A	N/A	N/A